

Training and Conference Routing Sheet		Serial # _____
	Signature	Date
Requester Completes SF-182, routes and attaches the SF-182 form to this sheet		
Purchase card holder assigns Document Number in section C, block 4 of attached SF-182		
Fiscal department obligates funds and return form to card holder		
Purchase card holder registers the member for the conference or training and retains form until final billing by Citi Bank. Provide confirmation information to the member.		

This modified routing form is used for tracking the routing of training and conference attendance fees through the NAMRU-SA routing process.

Attendees must complete the SF-182 (Authorization, Agreement and Certification of Training) form and route it through their individual department's approval chain as indicated on the SF-182.

After approval is received to attend the conference or training, the requester attaches this Training and Conference Routing Sheet to the SF-182, signs and dates this form and routes it to the purchase card holder.

Purchase card holder assigns a Document number in their log and completes Section C, block 4 of the SF-182 and routes the form to Finance for processing in the financial system.

Finance returns the processed form to the purchase card holder who completes the registration process and retains the forms until final billing by Citi Bank.

Note: Card holder must notify Finance if there are any changes in price or cancellation. The Government Travel Card (GTC) is NOT to be used to pay conference or training fees.